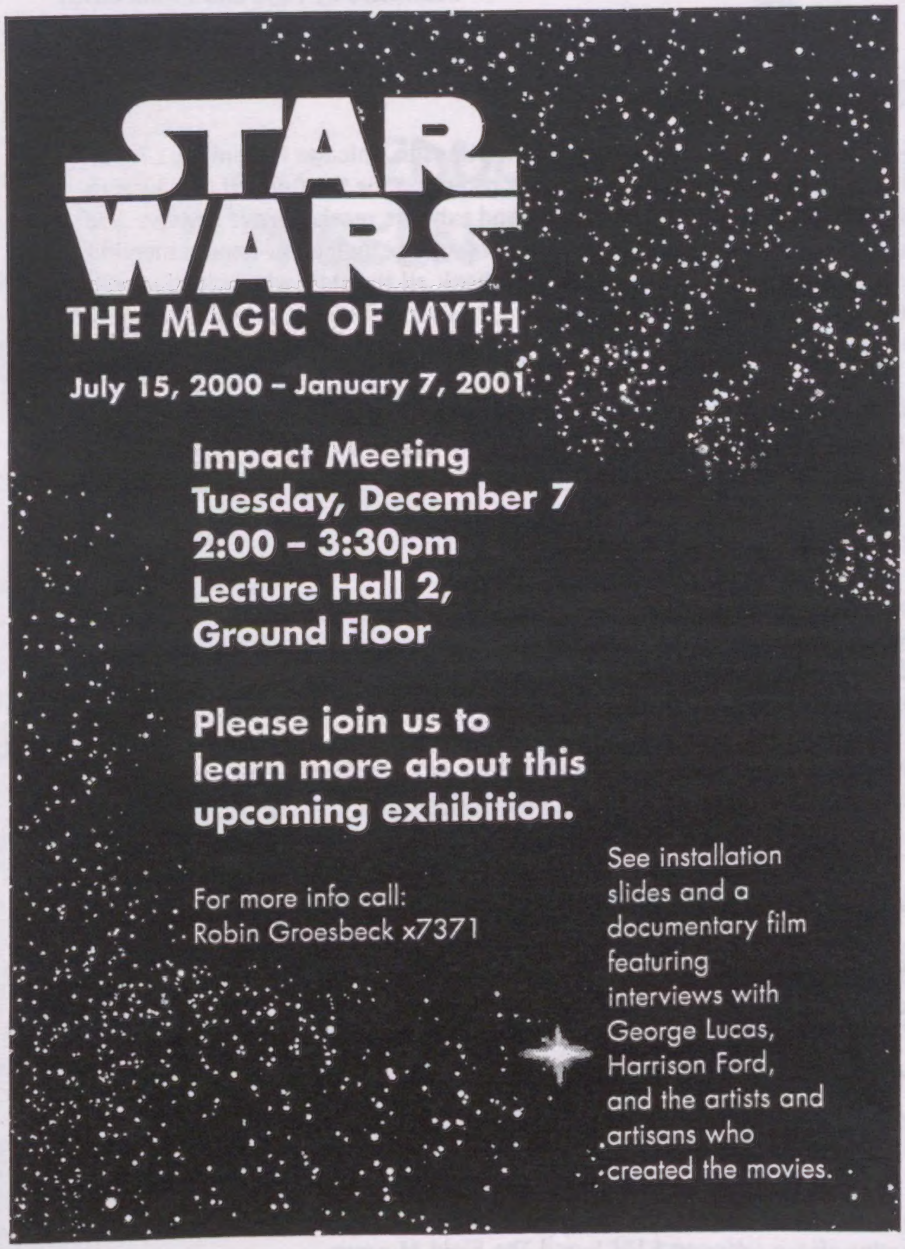
The Field Museum

Natural News

Weekly Staff Newsletter
December 3, 1999


STAR WARS
THE MAGIC OF MYTH
July 15, 2000 – January 7, 2001
Impact Meeting
Tuesday, December 7
2:00 – 3:30pm
Lecture Hall 2,
Ground Floor
Please join us to learn more about this upcoming exhibition.
For more info call:
Robin Groesbeck x7371
See installation slides and a documentary film featuring interviews with George Lucas, Harrison Ford, and the artists and artisans who created the movies.

FIELD NOTES

Week of December 6

Staff/Volunteer Events

Tae Bo class
- Monday, 5 p.m., Ground Floor East

Star Wars Impact Meeting
- Tuesday, 2 p.m., Lecture Hall 2

Aerobics Class
- Tuesday, 5 p.m., Lecture Hall 2
- Thursday, 5 p.m.. Lecture Hall 2

Green Sheet Meeting
- Wednesday, 3 p.m, Special Events

Public Events

Digging Deeper
- Thursday, 10 to 11:30 a.m.

Cartier—Family Field Days
- Saturday, 11 a.m. to 3 p.m.

The **Natural News** is edited by Rodger Patience in the Development department. Call ext. 7286 or e-mail *patience* with stories, news, events, or any item of interest to the Museum community.

There will be no Natural News on Friday, December 24 or on Friday, December 31 due to the holidays.

McDonald's offers free breakfast or lunch ...
all they want is the coat off your back!

The owners of the McDonald's restaurants at The Field Museum and at 29 North Wacker Drive invite all Museum staff and volunteers to participate in the 1999 Coats for Chicagoland campaign.

Coats for Chicagoland provides winter coats for adults and school-age children, a special focus of this year's campaign. According to the campaign there are as many as 10,000 homeless students in Chicago public schools alone.

During the week of December 6, bring a coat to either of the two McDonald's locations and you will receive a certificate good for any breakfast sandwich along with coffee or orange juice OR any lunch sandwich along with any size fries and any size soft drink.

We are happy to be helping NBC-5 as a co-sponsor in this special partnership. Please join us by bringing a gently used or new coat to one of our locations. Thank you for your help.

Submitted by **Faye and Frank Jasch**
Owners/Operators, Field Museum McDonald's

Kudos to all who helped with Anthropology meetings

The American Anthropological Association held its annual meetings in Chicago November 17-21, with over 5,000 members attending. The Field Museum hosted a reception for the Council on Museum Anthropology on Thursday, November 18. It was well attended and exhibits received rave reviews. We also hosted the executive board of the Society for Applied Anthropology for their semi-annual meeting. The Center for Cultural Understanding and Change would like to thank all the staff who helped us with the reception, including members of the Development department, Visitor Services, Corner Bakery, Special Events, and Housekeeping. Thanks are also due to **Lori Arquilla**, CCUC and **Sheila Wheatley**, Anthropology.

Scientific papers were given by **Gary Feinman, John Terrell, Robert Welsch, Anna Roosevelt, Raul Oka**, and **Chuimei Ho** of the Anthropology department. A good time was had by all.

Submitted by **Alaka Wali**

Reese receives grant for research in Greece

David Reese of the Anthropology department has been awarded one of five research grants offered by the Alexander S. Onassis Public Benefit Foundation. This new foundation, created five years ago by the son of Aristotle Onassis, holds an international competition to select senior scholars in any field who wish to conduct six months of research in Greece. The only requirement is that award recipients present a public lecture in Athens at the conclusion of their research.

Reese will use the award to complete several books and to continue ongoing research with colleagues in the department of Earth Sciences at the University of Athens.

LETTERS, WE GET LETTERS ...

Smithsonian Institution
Traveling Exhibition Service

Dear **Abigail [Sinwell], Anne [Haskel]**, and **Felisia [Wesson]**:

Lest Thanksgiving come and go as did your recent sojourn in Washington, without even a meager note of acknowledgement from me, I wanted to thank you all for making the trip here to hash out Chocolate and other collaborative efforts between SITES and The Field Museum.

If the three of you are any indication—and I suspect you are—of the Field's reinvigorated outlook and audience-centered public profile, then know that both together and individually you present an extraordinarily impressive front. I was delighted to hear that your Chocolate meetings were productive, and equally enthused by your descriptions of the Museum's plans for Americanos and Star Wars. We're buoyed by all three collaborations not simply on the merits of their subject matter punch, but also because working with colleagues of your caliber is rare.

With best regards,
Anna R. Cohn, Director

Pacific Arts Association

Dear John [McCarter]:

On behalf of the Pacific Arts Association I want to thank you for your support and encouragement of our recent conference. As I am sure you know, events like this require spurts of intense activity spread out over many months. Field Museum staff helped out in so many ways that it is impossible to enumerate them all.

The conference wouldn't have come off without the help of **Sheila Wheatley, Jack MacDonald,** and **Martina Hough** in Anthropology.

I also received many expressions of delight and thanks for the Luau, which was a fantastic success. **Stephanie Powell, Becky D'Angelo, Jean Carton, Kualani Lum,** and **Lanialoha Lee** did all the work and achieved just the right balance of sophistication and fun. I know that all of the Pacific Islanders who attended (from Papua New Guinea, the Solomon Islands, New Caledonia, Palau, New Zealand, and Tahiti) all appreciated The Field Museum's efforts simultaneously to respect the cultures of indigenous peoples and to put on a good party. **Charles Benton** and the Collections Committee deserve thanks too for their support in hosting the Luau on our behalf.

I also want to note the particular support given by **Steve Nash, John Rogers,** and **Elisa Aguilar-Kutza** in arranging for us to give tours of the Anthropology collections; to **Ben Williams** in the Library for hosting a fine reception complete with a rare book exhibit; to **Nina Cummings** for co-curating an exhibit of Field Museum photographs and helping mount two other temporary photo exhibits; to **Bob Cazy** and **Ron Hall** in A/V for constantly attending to our needs; and to **Beth Adams** and several others in Education for assistance the evening of the keynote address and luau.

Of course it goes without saying that the Anthropology department has been supportive from the outset. I worked very closely with **John Terrell** and **Gary Feinman,** who like yourself kindly made himself available for opening remarks when called upon.

I know you will receive a more formal letter of thanks from the Pacific Arts Association, but I am writing as more of an insider to thank you and your staff personally for all the Museum has done to make this one of the best conferences PAA has had.

Robert L. Welsch, Treasurer of PAA
Adjunct Curator of Anthropology

To whom it may concern:

A group of us visited The Field Museum last Friday, November 19. We greatly enjoyed your exhibits and wished that we had more time to explore. As the museum was about to close, we hurriedly exited to find that there were no cabs to take us back downtown. A young woman told us that the #146 bus that she was taking would bring us close to where we needed to go.

My wife struck up a conversation with her and she told us that she was working for The Field Museum as a graphic artist. She was originally from Indiana and she resided in Schaumburg where her husband works for Motorola. To our good fortune she guided our main group to the train—and eventually took them back to Schaumburg where we were staying for a Junior Olympics Tournament.

My family continued on the bus to North Michigan Avenue. That weekend, when we reunited with our group in Schaumburg, everyone was commenting on how accommodating the young woman was.

We would like to thank her for her assistance and will always remember your Midwest hospitality. Sometimes in California we forget these fine gestures. At any rate please locate this person if possible and thank her for us.

Gratefully yours,
Frank S. Hatamiya

Editor's Note: Jean Cattell has positively identified Danielle Kiefer as the Good Samaritan in question.

From: Leonard Plotnicov
To: John McCarter, Alaka Wali
Subject: "Sounds from the Vaults" Exhibit

How fortunate I am to have been in Chicago and able to experience the ethnomusicology exhibit that opened November 18th. It is thrilling.

It strikes me as amusing that as I walked toward the exhibit, people leaving it urged me on with superlative descriptive adjectives; a phenomenon I previously had not experienced.

That enthusiasm is contagious, for when I returned to my hotel and my anthropological colleagues (attending the American Anthropological Association annual meeting) I insisted that those with a few hours to spare must take in this exhibit. Later several thanked me repeatedly for this encouragement. They said it was great for kids. It is and also great for the kid in all adults. This exhibit is a rare, perhaps unique, wonder.

Having returned to Pittsburgh, I intend alerting my museum colleagues and I will insist that my son, a musician and student of ethnomusicology, go to Chicago deliberately for this remarkable show.

I understand it is a temporary exhibit. It should be permanent and it also should travel widely. Send it to Pittsburgh so I can see it again.

Leonard Plotnicov
Professor of Anthropology
University of Pittsburgh

Editor's Note: According to Alaka Wali, Leonard Plotnicov is one of the foremost anthropologists today. He specializes in Africa and political anthropology.

CONGRATULATIONS!!!!

Christy MacLear, director of the Museum Campus, had a baby boy on Saturday, November 20, 1999 at 6:14 a.m. His name is Duncan Russell MacLear. He weighed in at 9 lbs. 11 oz. and was 21" in length.

Submitted by Cheryl Giznik

Lost and Found

Did you recently order *Breakfast of Biodiversity: The Truth About Rainforest Destruction* by John Vandermeer & Ivette Perfecto from First Food Books in Oakland, CA? If so, please contact **Sophie Twichell** at ext. 7435. The book arrived at the Museum with no name and was delivered to the Natural Products Initiative because of our focus on food plants and conservation. Please come collect it or we'll be tempted to keep it!

Submitted by **Sophie Twichell**

FACILITY PLANNING & OPERATIONS

Power outage preparation

Foreseeing the chance of power outages, a critical equipment survey was distributed to all departments in August. It is important that if you have not filled out this survey for all pieces of equipment that rely on electrical power in your department that you do so. In addition, whenever you add a new piece of critical electrical equipment, contact **Monique Proctor** at ext. 7382 in the Facilities, Planning and Operations Department office.

To obtain copies of the survey, please call **Harriet Resnick** at ext. 7244.

Submitted by **Lou French**

EXHIBITS

Staff changes announced

Rich Faron has recently accepted the position of Project Director, Americas reporting to the Vice President of Museum Affairs (John McCarter in the interim).

Sophia Shaw, Director of Exhibitions, has assumed the responsibility for Exhibit Development, unifying the design, production, development, and administration of exhibits.

Francie Muraski-Stotz has been promoted to Manager of Exhibition Development. For your information, included in this issue of the *Natural News* is an updated organizational chart for the Exhibits Department.

Submitted by **Marilyn Martinson**

NEWS YOU CAN REALLY USE!

Field Museum Store Holiday Discount Days

On Monday and Tuesday, December 6 and 7, you can enjoy a 25% discount on all items in The Field Museum Stores. The Main Store will open at 9:30 a.m. and close at 5:30 p.m.

Shop early—because many of our items are one of a kind, we are unable to hold items.

Submitted by **Chris Fiene**

Administration Renovation Update

Many changes are being made across from the elevator on the Ground Floor. The Security offices are now temporarily housed there but the switchboard operators are still busily working amidst the renovation. In addition, Conference Room 1 has gone away!

Consult the following list of spaces and contact persons when you are planning any meetings:

Classroom A (1)	Mark DeNardo	7535	Ground Floor
Classroom B (2)	Mark DeNardo	7535	Ground Floor
Classroom C (3)	Mark DeNardo	7535	Ground Floor
Lecture Hall 1	Mark DeNardo	7535	Ground Floor
Lecture Hall 2	Mark DeNardo	7535	Ground Floor
Pawnee Earth Lodge	Mary Ann Bloom	7505	1st Floor
Maori Meeting House	Mary Ann Bloom	7505	2nd Floor
Africa Resource Center	Mara Cosillo-Starr	7516	1st Floor
Rice Resource Center	Mara Cosillo-Starr	7516	1st Floor

Webber Resource Center	Mara Cosillo-Starr	7516	1st Floor
Education Conference Room	Sign-up sheet	n/a	Ground Floor
Campaign Center	Tara Gibson	7124	Ground Floor
Siragusa Center	Special Events	7603	Ground Floor
James Simpson Theatre	Special Events	7603	Ground Floor
Developers Conference Room	Jessica Newman	7330	4th Floor
Design & Production Conf. Rm.	Jessica Newman	7330	4th Floor
Zoology Classroom	Mary Johnson	7721	3rd Floor

Changes will be announced in future issues of the Natural News, so stay tuned....

Submitted by **Julie Baker**

Thursday at noon seminar series

Our Thursday seminar for December 9 is titled: "Modulation of Circadian Rhythms in the Scorpion *Heterometrus swammerdami*." Professor Mohammad Habibulla of Jawaharial Nehru University in New Delhi, India, will discuss circadian clocks in invertebrates, and especially neurosecretory activity and mechanisms in this scorpion. Please join us in the Zoology classroom at 12:00 noon on Thursday, December 9.

Submitted by **Bill Ballard**

PUBLIC SERVICES

Housekeeping implements new cleaning schedules

The Housekeeping Department has implemented new team cleaning schedules over the last month. The goal of the new schedules was to gain efficiencies, provide better quality, and provide more consistent service to the entire Museum. Below is a description of each team's responsibilities and schedule. The frequency is followed as much as overall Museum requirements, vacations, holidays, special events, etc. permit. Full cleaning consists of high and low dusting, spot cleaning of walls, trash pulled, dust and wet mop, or vacuuming.

The **first shift** consists of teams that clean offices, Siragusa center, and policing of exhibit/public areas. The office cleaning is split between two teams. One team cleans all of the administrative offices. These offices are full cleaned one time per week and trash pulled/partial cleaned three days per week. These offices are cleaned Tuesday through Friday. A couple of areas are monitored 7 days per week because of their use. The second office team cleans all of the third and fourth floors and fishes on the ground floor. These areas are cleaned Monday through Friday. Trash is pulled from these areas twice a week. Full cleaning is performed approximately every two weeks. The team starts full cleaning where they left off the previous day and continues full cleaning until all of the areas have been full cleaned. Once all full cleaning has been accomplished the team starts back at the beginning. The Siragusa center is cleaned and monitored during the school groups activity Monday through Friday. They police all of the exhibit and public areas during Museum hours. This is required 7 days per week.

The **second shift** teams are hard floor team, carpet team, Siragusa/classroom/stairs team, restroom team, and exhibit team. The hard floor team cleans and maintains all of the hard floor surfaces in the public and exhibit areas from Ground to Third floor. The carpet team cleans and maintains all of the carpet floors in the public and exhibit areas from Ground to Second floor. The Siragusa/classroom/stairs team cleans all of the related areas from Ground to Second floor. The restroom team cleans all of the public restrooms from Ground to Third floor. The exhibit team cleans the exhibit glass and cases from Ground to Second floor. All of the areas covered by the second shift teams are cleaned seven days per week except for the third floor restrooms which are cleaned Monday through Friday.

Housekeeping has received many favorable comments about the new schedules. If you have any comments or questions please call **John Von Kerens** at ext. 7920.

Submitted by **Diane White**

FIELD MUSEUM EARLY CLOSINGS

The Museum will close at 3:00 p.m. on December 8, 1999
due to the Women's Board Holiday Tea.

The Museum will close at 3:00 p.m. on December 15, 1999
due to the Field Museum Holiday Staff Party.

Soldier Field parking requests due soon

Soldier Field *may offer* complimentary parking for those events that help drive membership, board meetings, volunteer appreciation, or membership nights. Please submit your Annual Free Parking Request to the Public Services office by December 20, 1999.

In your request, please include the name of the event, the date of the event, the time of the event, the number of guests expected, and the purpose of the event. Please note that Soldier Field does not grant free parking for political events, fund raisers, etc.

Submitted by **Diane White**

West Door No Longer Accepting Packages

All Pick-ups/Deliveries to be Handled by Shipping

Effective Monday, December 6, all courier pick-ups and deliveries (UPS, FedEx, Chicago Messenger Service, etc.) will be handled at the shipping dock. Deliveries will no longer be accepted at the West Door. Staff who wish to leave a package for pick-up will need to leave the package at the shipping dock. Couriers entering the West Door will also be informed of the new policy. This new policy will allow us to better serve our visitors by not having to focus on deliveries.

Submitted by **Jacqueline Benitez**

Bizarro
Dan Piraro

New Advances in Ice Age Art

Learn about new developments in the study of Ice Age art over the past several years from archaeologist Paul Bahn, an expert on prehistoric art and the author of numerous books on the subject. Bahn will discuss the controversial results of pigment analyses and direct-dating methods that have recently been applied to some prehistoric art forms. He will also provide an overview of the recent discoveries of prehistoric art at open-air sites in southern Europe and in cave sites in France, such as Cosquer and Chauvet.

Monday, Dec. 13; 6:30 p.m.
$12 ($10 students/educators, $8 members)

Staff/volunteers may call ext. 7400 for 2 free tickets

THE MUSEUM WIDE CALENDAR OF EVENTS

Because there are numerous events that occur throughout the Museum in the course of a day, it is very easy for all of us to lose track of specific activities as well as when and where these activities have been scheduled. Working in an environment that covers nearly 17 acres of floor space and embodies over eleven-hundred staff members and volunteers clearly requires the need for an effective form of event communication, enabling each department to efficiently plan events and coordinate logistics with other departments of the Museum.

For this reason, the Auxiliary Boards Department has created a new form of communication in which all staff members and volunteers are able to participate: *The Museum Wide Calendar of Events*. The main purpose of this calendar is to establish an effective means of communication in which all Museum staff can contribute to and benefit from. Not only will this calendar function as a tool which every department can utilize when planning events, but it will also save paper, phone calls, emails, and trips through the busy Museum to various departments, all of which is currently required in order to track down and negotiate the scheduling of events and activities.

Each department has assigned a representative who will administer the calendar in relation to their department's events (these representatives have been listed by department and extension on the back of this page). If your department does not have a representative on the list, please contact Stephanie Powell immediately at x7132 or via email at spowell@fmnh.org. We need Museum-wide participation to make this calendar a viable tool, which benefits everyone.

To access the calendar, simply go into the Museum's intranet by typing "intranet1" into your browsers location bar (URL). Once the intranet's home page loads click on the link that reads "Calendar" and then on the *Museum Wide Calendar of Events* link. Calendar navigation is simple and allows you to view the most up-to-date schedule of events from every department in the Museum.

We are confident that as everyone becomes familiar and comfortable with the *Museum Wide Calendar of Events* it will quickly become the most reliable source for planning and scheduling Museum events and activities. Please don't hesitate to contact us if you have any questions, concerns or suggestions that would enhance this tool even further.

Submitted by **Stephanie Powell** and **Jason Lanning**

Exhibitions Department

Director of Exhibitions
Sophia Shaw

Administrative Assistant
OPEN

Manager, Graphic Design
Jean Cattell

Designers
Danielle Kiefer
Lance Kirsch
David Quednau
Amanda Reeves
Mary Skawski (Edu)
Dirk Urban
Lori Walsh

Graphics Shop Supervisor
John Petreikis

Intern
Kristen Fergus

Manager, 3D Design
Michael Burns

Designers
John Dalton
David Layman
Teresa Murray
Robert Weiglein

Draftsperson
Eric Manabat

Lighting Design and Installation
Abe Bloom
Trigg Waller

Administrative Assistant for Design and Production
Jessica Newman

Manager, Production and Maintenance
Ray Leo

Maintenance Manager
Neil Keliher

Production Supervisors
Paul Brunsvold
Nel Fetherling
Eric Frazer
Paula Horency
Kent Peaslee
Susan Phillips

Shop Supervisors
Steve Furnett
Pam Gaible
John Zehren
Matthew Groves

Crew Leaders
George Chavez
Rudy Garcia
Bruce Heimbach
David Mendez
Michael Paha

Manager, Projects Planning
Jaap Hoogstraaten
(starting 1/17/00)

Budget Assistant
Corrie Coughlin

Manager, Temporary Exhibitions
Abigail Sinwell

Coordinators
René Arceo
David Foster
Robin Groesbeck
Ariel Orlov

Administrative Assistant
Jeanelle de la Paz

Manager, Exhibition Development
Francie Muraski-Stotz

Exhibition Developers
Barbara Ceiga
Anamari Golf
Eunice Hoshizaki
Melissa Johnson
Becky Margolin
Matt Matcuk
Michelle Miller
Peter Stevenson
Shelley Ulrich

Administrative Assistant
Kara Deniston

Photo Research
Carol Parden

Volunteer
Alan Scheffner
Frank Yurco

Antioch Intern
starting 1/00

Exhibition Production and Maintenance
Alexandra Branch,
Brian Dettmer, Amanda Flood, Ashley Golden, David Hanke, Eric Himes
Robert Hughes, Tyler Keillor, Steve Lalik, Shawn Longino
John-Henry Marshall, Margaret McGee, Scott Smith, Donna Tocci
Robert Tolnai, Kara Verges, Steve Villano
Lauren Was

11/24/99

ROBERT A. DAVIS/SUN-TIMES

Amy Beth Olszewski and Chris Suwanski of Hanover Park take advantage of the low attendance at the Field Museum on Thanksgiving Day.

Tourists enjoy crowd-free day at Field

BY MOLLY SULLIVAN
STAFF REPORTER

Wayne Gerdes spent Thanksgiving Day working the information booth at the Field Museum.

But he didn't go without turkey.

"We've got some right here," he said, directing the curious to an exhibit of wild turkeys.

They were even stuffed, but not with that favorite side dish turkey lovers gobble up. These were a taxidermist's special.

Gerdes conceded he didn't get many requests to see the turkeys but he did direct museumgoers to other exhibits.

The Field opened its doors for the second year in a row on Thanksgiving Day, and it was a popular destination for many out-of-towners who took advantage of the crowd-free day to roam the halls of the museum, Gerdes said.

Chris Suwanski and Amy Beth Olszewski of Hanover Park strolled hand in hand, stopping to look at the man-eating lions.

"It's nice to see the museums when they're not crowded," Suwanski said, his voice echoing in the empty exhibit hall.

PAPER RECYCLING

A list to keep and post...

Papers that are acceptable and not acceptable for recycling at the Museum are:

YES

white and colored bond paper/copy paper
letterheads
computer paper
NCR forms
stationery, tablet sheets
data tab cards
file folders
catalogs
envelopes (plastic windows OK)
magazines
newspaper
fax paper
phone books
ream wrappers
books
staples, paper clips, rubber bands are OK

NO!!!

tissue paper, paper towels, napkins
food contaminated paper
plastic
cardboard (to be recycled separately)
hanging file folders
plastic overheads
photographs
carbon paper
plates, cups
brown bags

-- The Recycling Committee

The Field Museum Presents

LIVE AT THE FIELD!

Paul Zaloom in BEAKMAN LIVE!

Saturday, December 4
11:00 a.m. and 2:00 p.m.

LIVE AT THE FIELD! is the Field Museum's new performing arts initiative, which is dedicated to using the performing arts to convey, in a non-traditional way, the Museum's message to appreciate cultural and biological diversity.

For more information or to purchase tickets call (312)665-7400

CELEBRATING NEW BEGINNINGS

PROJECT MILLENNIUM
&
THE FIELD MUSEUM'S EDUCATION DEPARTMENT PRESENT A FAMILY CELEBRATION

Celebrate the beginning of 2000
at The Field!

December 31, 1999
9:00 am - 5:00 pm
Special Activities 11:00 am - 4:00 pm

Volunteers are needed - join the fun!
Project Millennium t-shirt and museum admission
provided for all volunteers.
(Three-hour shift required.)
Please call Laura Bales at 312/665-7412
for more information.

Project Millennium
c/o The Field Museum
Roosevelt Road at
Lake Shore Drive
Chicago, Illinois 60605

(312) 322-8889
(312) 554-0495 fax

millenn@fmnh.org
www.ProjectMillennium.org

THE FIELD MUSEUM
2000 STAFF HOLIDAY SCHEDULE

Below is a listing of staff holidays for 2000. The list also specifies which days the Museum will be closed to the public. Your actual day off will be determined by where you work (public or non-public area). There are a total of 10 holiday days each year.

DAYS THE MUSEUM WILL BE CLOSED TO THE PUBLIC:

Saturday	January 1	New Year's Day
Monday	December 25	Christmas Day

DAYS NON-PUBLIC AREAS OF THE MUSEUM WILL BE CLOSED:

Monday	January 3	New Year's Day
Monday	January 17	Martin Luther King, Jr. Day
Monday	May 29	Memorial Day
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Thursday	November 23	Thanksgiving Day
Monday	December 25	Christmas Day
Your Choice	Your Choice	Floating Holiday
Your Choice	Your Choice	Floating Holiday
Your Choice	Your Choice	Floating Holiday

FLOATING HOLIDAYS

You have three floating holidays this year. This will give you more flexibility in customizing a time-off schedule that fits your work/life needs. The use of your floating holidays requires advance approval by your supervisor/department manager and must be used within the calendar year. You cannot carryover unused holiday time to the year 2001. When you leave the Museum, you will not be paid for unused holiday time.

TIME SHEETS

When you use your floating holidays, code your time in the "Floating Holiday" section of your time sheet.